Sage Export & Import BioTime/TotalTimeplus

Exporting The Data

- 1> Load the Software (BioTime/TotalTimePlus)
- 2> Click 'Output to Payroll'
- 3> Click 'Next' then select the output type 'Sage Payroll Date Range'

C Freeway PAYE - Master		
C Micropay for Windows		
C BHP CSV Output		
C Pegasus Opera		
C Sage Payroll		
C Thesaurus		
Sage Payroll date range		
C Access payroll system		

b. Click 'Next'.

a.

- 4> Now select both the employee number option and date range
 - Payroll Numbers If you have entered the employee numbers for the employee when adding them to the system originally then use the top option (Employee Numbers). If you have generic numbers the payroll number will need entering for each employee under the 'Payroll' tab in the 'Employee Maintenance' screen.

C Us for	e Employee Nu matting option r	mber from equired).	Employee	File to identi	fy employee (a	and set the
ເ⊂ Us exc	e Payroll Numb clude employee	er from Em s who hav	ployee File e no payre	e to identify e oll number se	mployee. This t.	s option will
Date Range						
	U5 Augus	2013	-			
	11 Augusl	2013	•			

c. Click 'Next'

b.

5> In The next window you will need to know the pay element reference number within Sage Payroll i.e. Basic Pay has reference 1 which is the same as 'Normal' pay in BioTime/TotalTimePlus. Enter the number to relevant field.

	Rate Desc	Factor	Alias	
A	Normal	1	1	
В	В	1.5	2	

b. Click 'Next'

a.

6> Next Select the relevant staff you wish to run the export on.

Select Em	ployee(s)	Salaatad amplayaaa ara kighiiahtad
Sele	ct ALL employees in system	below. To de-select, hold down the Control key and click on employee:
O Sele	ect one employee from full list:	1 dscs
O Sele	ect employees by Company:	
⊖ Sele	ect employees by Department:	
O Sele	ect all employees in Pay Period: ekly	
Help		< <u>B</u> ack <u>N</u> ext> Cancel

- 7> The next window shows where the export is saved make a note of this, and click next
- 8> Click Prepare File this will save the file in the above location.

Importing into Sage

a.

Eile	View Iasks Wizards Favourites	Tools	Web	Links <u>N</u> e	ws Feeds	age <u>H</u> elp	
1	New ⊆ompany Open Company		oyee	List			
1	Delete Company		1999g				
	Backup			Sw	ap Clear I		
	Restore		loyee	Works	Employee	Emplo	
	Recover		sience	107	Sumame	Fuleria	
	View Audit Irail Log			127			
	View Backup & Restore Lop			91			
	view backup & Rescure Log			119		A search	
	View IR Secure Mailbox Log			111			
	View Rollback Log View ⊆SA DEO Export Log			106			
				134			
				58			
	Relocate Data	_		2			
R	Data Import	٠	I	mport Fage	e <u>P</u> ayroll Data		
臣	Advanced Data Import		Import Sage Personnel Data			ata	
	Data Export			108		-	
	Microsoft Integration			121			
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	Logout, & Login with Different User Name			64		1	
	Exit		1	63			
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1> Whilst in Sage select 'File' from the top left and 'Advanced Data Import'

- 2> If in doubt do a backup at the first screen, then click 'Next'
- 3> Under 'Data Import Wizard' scroll to find 'Employee Payments (Hours & Rates)

Select the template for the data you want to import.	
Description	~
🛱 Company Loans	
🖪 Company Net Payments	
🖪 Company Payments	
🖪 Company Pension Schemes	
🖪 Company User Names and Access Rights	
🖪 Employee Deductions (Hours and Rates)	=
🖪 Employee Details	
Employee Payments (Hours and Rates)	
🖺 Employee Year to Date Figures	
Timesheet Deductions	×

b. Click 'Next'

4> Next Specify the location of the file created by BioTime/TotalTimePlus and untick the 'Import File has Header Row'

Specify the location and hame of the file y	ou wish to Import.
Click browse to locate the correct file, or t	ype a path and a file name into the box. \searrow
Path C:\SagePayrollImport\2011 07 Jul 04 SA	GE50PAYDETAIL CS Browse
Import File has header row?	

b. Click 'Next'

a.

5> In the next screen enter A,B,C in the coloumns from top to bottom A next to 'Employee Reference etc.

he informa efore it car elect the c	ition in the import file mu n be imported. column in the import file t	st be matched to the helds within Sag o match each payroll field.	ge 50 Payroll
Required	Import Field	Payroll Field	19
×		Employee Reference	
×	i i	Payment Reference	1
		Hours	
		Rate	1
Map File in	Use: [None]	Rate Clear Map Load Map) Save Ma

- a.
- b. Click 'Finish' this will then import there relevant times to each employee.